

Visitor Protocol for Trull Church of England VA Primary School

All visits must be pre booked with a member of school staff and contact details including a telephone number must be left with the office.

Please do not arrive more than 5 minutes early for your appt.

All visits will be booked in, from after 9.00am, once the last class of pupils has arrived in school.

Please do not come into our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms

- **a new, continuous cough,**
- **a high temperature or**
- **a loss or change to their sense of smell or taste.**

When you come into our school please follow these instructions to keep both you and our children/staff safe:

- Use hand sanitiser which is provided in the front entrance hall.
- Sign in with the office staff - Miss Gray and Mrs Crudge. You will be given a VISITOR lanyard that has been sanitised and not used for 72 hours at least.
- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying students or visitors unless previously agreed with the school and/or child's parents.
- You must maintain social distancing whilst in the waiting area.
- Please wear a face covering if meeting with a member of staff
- If you are seeing a series of children on your visit, please ensure that there is time to clean the desks/chairs between children. A detergent spray and cloth will be provided.
- Please maintain (if possible) at least a 1m distance between you and the child you are working with and ensure you use the Perspex screen provided for your safety. The side with a sticker must face you.
- A member of school staff will collect the child that you are visiting or if you have to collect a child from their class, please be aware of others and stand in the doorway of the classroom. The child will be sent out to you by the class teacher/TA.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.
- Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.

Upon leaving the school, please let a member of the office staff know, so that they can sign you out and hand back your lanyard where it will be placed in isolation and cleaned. please re-sanitise your hands upon leaving. You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID-19 or test positive in the next 10 days.